



WILLIAM T FUJIOKA
Chief Executive Officer

County of Los Angeles
CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
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<http://ceo.lacounty.gov>

"To Enrich Lives Through Effective And Caring Service"

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
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MICHAEL D. ANTONOVICH
Fifth District

June 18, 2013

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

38 June 18, 2013

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

**DEPARTMENT OF PUBLIC WORKS:
WATERSHED MANAGEMENT DIVISION OFFICE REMODEL PROJECT
CATEGORICAL EXEMPTION – ESTABLISH CAPITAL PROJECT
APPROVE PROJECT BUDGET AND APPROPRIATION ADJUSTMENT
SPECS. 7245; CAPITAL PROJECT NO. 88748
(FIFTH DISTRICT)
(3 VOTES)**

SUBJECT

The recommended actions will authorize the Department of Public Works to proceed with design and construction of the Watershed Management Division Office Remodel Project and approve appropriation adjustment.

IT IS RECOMMENDED THAT THE BOARD:

1. Find that the Department of Public Works' Watershed Management Division Office Remodel Project is exempt from the California Environmental Quality Act for the reasons stated in this letter and in the record of the proposed Project.
2. Approve the Watershed Management Division Office Remodel Project, Capital Project No. 88748, with a \$1,998,000 total proposed Project budget.
3. Approve the appropriation adjustment to transfer \$1,998,000 from the County of Los Angeles Flood Control District Fund in Services and Supplies to the proposed Watershed Management Division Office Remodel Project, Capital Project No. 88748, to fully fund the proposed Project.
4. Authorize the Director of Public Works or her designee to manage, and deliver the proposed

Watershed Management Division Office Remodel Project; award and execute consultant agreements, amendments, and supplements related to the proposed Project within the same authority and limits delegated to the Director of Public Works by the Board for County capital projects; to accept the proposed Project; and to release retention upon acceptance.

5. Authorize the Director of Public Works to implement the refurbishment work for the proposed Watershed Management Division Office Remodel Project by using a Board approved Job Order Contract.

6. Authorize the Director of Internal Services as the County Purchasing Agent to proceed with the acquisition of material and installation services for new modular furniture for the proposed Watershed Management Division Office Remodel Project for the estimated amount of \$823,000.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will find the proposed Watershed Management Division Office Remodel Project (Project) categorically exempt from the provisions of the California Environmental Quality Act (CEQA), and authorize the Department of Public Works (Public Works) to proceed with design and construction of the proposed Project. The proposed Project will be delivered using a Board approved Job Order Contract (JOC). The Watershed Management Division is housed within the Public Works Headquarters building located at 900 South Fremont Avenue in the City of Alhambra.

The Public Works' Watershed Management Division is part of the Department's Water Resources Branch, and is involved in the programming, planning, and implementation of projects for flood protection, water conservation, and stormwater water quality enhancement for the County of Los Angeles Flood Control District and County unincorporated areas stormwater program.

The proposed Project will renovate the existing office space where the Division is housed within the Public Works Headquarters building. The current office space does not meet the Division's current and future space configuration requirements. In addition, the modular furniture used by the Division is outdated and has outlived its useful life. Some of the modular furniture is in such state of disrepair, that it could pose a risk to employees' health and safety. The proposed Project will reconfigure the existing office space to meet the Division's needs. The scope will include the construction of new offices; reconfiguration of conference, storage, and copy rooms; and purchase and installation of new modular furniture.

Design of the proposed Project will be carried out through a Public Works, Board approved as-needed architectural/engineering (A/E) design services agreement. Upon completion of design and jurisdictional approvals, Public Works will deliver the proposed Project using a Board-approved JOC.

Green Building/Sustainable Design Program

The proposed Project will support the Board's Sustainable Design Program by using energy efficient light fixtures with sensor controls. This will result in a reduction in the use of energy.

Implementation of Strategic Plan Goals

The Countywide Strategic Plan directs the provision of Operational Effectiveness (Goal 1) by maximizing the effectiveness of process, structure, and operations to support timely delivery of customer-oriented and efficient public service. The proposed Project will achieve this goal by

allowing the Watershed Management Division to continue to operate within the Public Works Headquarters building.

FISCAL IMPACT/FINANCING

The total Project cost for the proposed Project is currently estimated at \$1,998,000, which includes plans and specifications, plan check, construction, change orders, civic art, consultant services, miscellaneous expenditures, and County services.

Following the Board's approval of the appropriation adjustment (Attachment B), \$1,998,000 will be transferred from the County of Los Angeles Flood Control District Fund in Services and Supplies to Capital Project No. 88748 to fully fund the proposed Project. There is no impact to net County cost.

The proposed Project Schedule and Budget Summary are included in Attachment A.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Public Works will carry out design using a Board-approved, as-needed A/E design services agreement. The agreement contains terms and conditions supporting the Board's ordinances, policies, and programs, including, but not limited to: County Code Chapter 2.200, Child Support Compliance Program; County Code Chapter 2.202, Contractor Responsibility and Debarment; County Code Chapter 2.203, Contractor Employee Jury Service Program; County Code Chapter 2.206, Defaulted Property Tax Reduction Program; Board Policy 5.050, County's Greater Avenues for Independence (GAIN) and General Relief Opportunities for Work (GROW) Programs; Board Policy 5.060, Reporting of Improper Solicitations; Board Policy 5.110, Contract Language to Assist in Placement of Displaced County Workers; and Board Policy 5.135, Notice to Contract Employees of Newborn Abandonment Law (Safely Surrendered Baby Law).

As required by the Board, language has been incorporated into the proposed Project contract documents stating that the contractor shall notify its employees, and shall require each subcontractor to notify its employees that they may be eligible for the Federal Earned Income Credit under the Federal income tax law (Federal Income Tax Law, Internal Revenue Service Notice 1015).

The new modular furniture will be procured through the Internal Services Department. The request complies with the County Equipment Policy that the Board approved on October 16, 2001, which requires Board approval prior to a department purchasing/financing equipment with a unit cost of \$250,000 or greater.

A standard JOC contract, previously approved by the Board and in the form previously approved by County Counsel, will be used for all interior tenant improvements.

As required by the Board, the proposed Project cost includes 1 percent of the estimated design and construction costs to be allocated to the Civic Art Special Fund per the Board's Civic Art Policy adopted on December 7, 2004.

ENVIRONMENTAL DOCUMENTATION

The proposed project is categorically exempt from the provisions of CEQA. The scope consists of interior tenant improvements and the acquisition and installation of modular furniture. As such, the

proposed scope is categorically exempt from the provisions of CEQA in accordance with State CEQA Guidelines, Section 15301(a) and Class 1(d) of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G. The proposed Project includes the interior renovation of an existing building, and is, therefore, within a class of projects that has been determined not to have a significant effect on the environment. In addition, there are no cumulative impacts, unusual circumstances, or other limiting factors that would make the exemption inapplicable based on the project records.

Upon the Board's approval of the proposed Project, Public Works will file a Notice of Exemption with the Registrar-Recorder/County Clerk in accordance with Section 15062 of the State CEQA Guidelines.

CONTRACTING PROCESS

A Board-approved Public Works as-needed A/E contract will be used to complete the design and will be used to provide construction administration services. A Public Works Board-approved JOC will be used to construct the proposed Project.

The contract requires the contractor to pay its employees applicable prevailing wages in accordance with the California Labor Code.

The acquisition of material and installation services of the modular furniture is a commodity purchase under the statutory authority of the Purchasing Agent. The purchase will be requisitioned through and accomplished by the Purchasing Agent in accordance with the County's purchasing policies and procedures.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

There will be no negative impact on current County services or projects during the performance of the recommended services. Watershed Management Division staff will be relocated to a leased space within the Alhambra office complex located at 1000 South Fremont Avenue or to vacant space within the Public Works Headquarters building. Services to the public will not be interrupted as a result of the proposed Project.

CONCLUSION

Please return one adopted copy of this Board letter to the Chief Executive Office, Facilities and Asset Management Division; and the Department of Public Works, Watershed Management Division, and Project Management Division II.

The Honorable Board of Supervisors

6/18/2013

Page 5

Respectfully submitted,

A handwritten signature in black ink, appearing to read "W. Fujioka", followed by a small "for" written in a similar cursive style.

WILLIAM T FUJIOKA

Chief Executive Officer

WTF:RLR

DJT:SW:RB:mda

Enclosures

c: Executive Office, Board of Supervisors
County Counsel
Auditor-Controller
Arts Commission
Internal Services
Public Works

June 18, 2013

ATTACHMENT A

**DEPARTMENT OF PUBLIC WORKS:
WATERSHED MANAGEMENT DIVISION OFFICE REMODEL PROJECT
CATEGORICAL EXEMPTION – ESTABLISH CAPITAL PROJECT
APPROVE PROJECT BUDGET AND APPROPRIATION ADJUSTMENT
SPECS. 7245; CAPITAL PROJECT NO. 88748
(FIFTH DISTRICT) (3 VOTES)**

I. PROJECT SCHEDULE

Project Activity	Schedule Completion Date
Design	
Construction Documents	12/30/2013
Jurisdictional Approvals	03/31/2014
Construction JOC Award	05/29/2014
Construction	
Substantial Completion	11/27/2014
Project Acceptance	01/29/2015

II. PROJECT BUDGET SUMMARY

Budget Category	Total Project Budget
Land Acquisition	\$ 0
Construction	
Tenant Improvement JOC	\$ 432,000
Modular Furniture	\$ 823,000
Gordian Fee (2 percent)	\$ 9,000
Civic Art (1 percent)	\$ 14,000
Change Order (10 percent)	\$ 126,000
Staff Relocation	\$ 130,000
Subtotal	\$ 1,534,000
Equipment	\$ 0
Plans and Specifications	
Plans and Specifications	\$ 105,000
Subtotal	\$ 105,000
Consultant Services	
Cost Estimating	\$ 5,000
Hazardous Materials Abatement	\$ 25,000
Subtotal	\$ 30,000
Miscellaneous Expenditures	
Printing/Legal Advertisement	\$ 2,000
Subtotal	\$ 2,000
Jurisdictional Approvals	\$ 5,000
County Services	
Architectural Engineering Inspection Services	\$ 31,000
Project Management	\$ 216,000
Secretarial	\$ 14,000
Document Control	\$ 14,000
Technical Support	\$ 11,000
Contract Recovery	\$ 2,000
ITD Telecommunications	\$ 12,000
ISD Procurement	\$ 12,000
ISD Countywide Contract Compliance	\$ 10,000
Subtotal	\$ 322,000
Total	\$ 1,998,000

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPARTMENT OF CHIEF EXECUTIVE OFFICE

DEPT'S.
NO. 690

June 3, 2013

AUDITOR-CONTROLLER:

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. PLEASE CONFIRM THE ACCOUNTING ENTRIES AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

FY 2012-13

3 - VOTES

SOURCES

Flood Control District Fund
B07 - PW - 2000 - 47000
Services & Supplies 1,998,000
DECREASE APPROPRIATION

USES

Public Works Flood
Refurb WMD-WRD Office
B07 - CP - 6014 - 65032 - 88748
Capital Assets - B & I 1,998,000
INCREASE APPROPRIATION

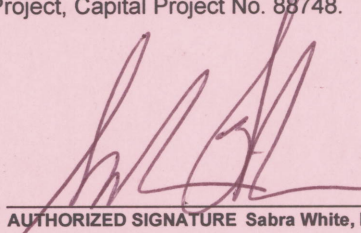
SOURCES TOTAL: \$ 1,998,000

USES TOTAL: \$ 1,998,000

JUSTIFICATION

Budget adjustment reflects a decrease of \$1,998,000 in Services & Supplies offset by an increase in Capital Assets - Building & Improvement for the Watershed Management Division Office Remodel Project, Capital Project No. 88748.

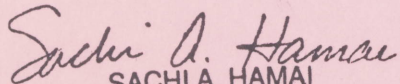
ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES


AUTHORIZED SIGNATURE Sabra White, Manager CEO

BOARD OF SUPERVISOR'S APPROVAL (AS REQUESTED/REVISED)

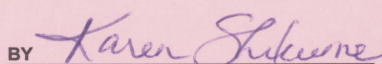
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JUN 18 2013


SACHI A. HAMAI
EXECUTIVE OFFICER

REFERRED TO THE CHIEF
EXECUTIVE OFFICER FOR ---☐ ACTION☒ RECOMMENDATION

AUDITOR-CONTROLLER

BY 

B.A. NO. 225

June 5 20 13

☒ APPROVED AS REQUESTED☐ APPROVED AS REVISED

CHIEF EXECUTIVE OFFICER

BY 

June 5 20 13